



LCAP Tool

User Manual

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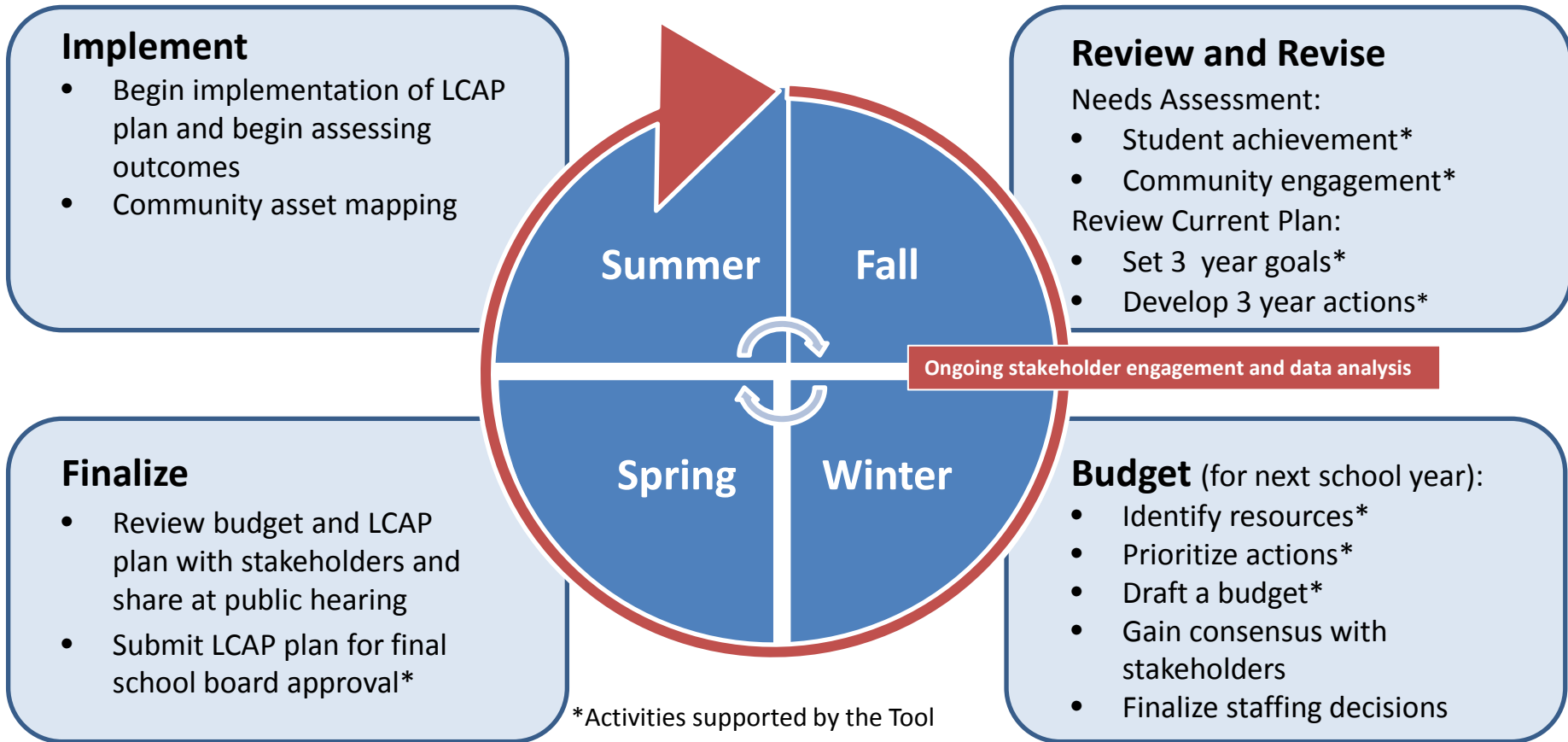
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LCAP Tool

Pivot's LCAP & SPSA Tool (the Tool) was designed to support districts across the state to complete their LCAP through a step by step process that helps schools identify goals and then build budgets to meet them.

The Tool Aligns the Planning and Budgeting Process



“He who fails to plan is planning to fail.”
Winston Churchill

About the Tool

Pivot Learning Partners' LCAP Tool facilitates a year-round planning and budgeting process and the creation of a district's Local Control Accountability Plan (LCAP)

- School staff evaluate student data and can record the findings in the Tool
- Users can enter planning information, such as Goals, Actions and Expenditures
- The Tool supports prioritization of actions and budget planning
- A variety of reports are available at the click of a button, including the Local Control Accountability Plan (LCAP)
- Links to training and support resources are available

Benefits of the Tool

- Connects the planning and budgeting process
- Facilitates transparency and stakeholder engagement
- Provides an online medium for administrators to work together and to share best practices
- Enables a more effective and meaningful way of creating your Local Control and Accountability Plan (LCAP)
- Allows users to have multiple versions of their plan in order to create different scenarios and budgeting options

Login

Go to: www.edspending.org, then proceed to the “About the Tool” page

Home

About the
Center

About the
Tool

Resources for
Community

Resources for
Administrators

Select “Log-in to
Your Account”

Log-in to Your Account | Sign-up

Enter your User ID and
Password from your
account setup email

If you do not remember your password,
click on “Forgot your password?” and you
will get an email with a new password
which you can change after you log in

User ID:

*

Password:

Log In

[Forgot your password?](#)

[Create a New Login](#)

Click “Log –in”

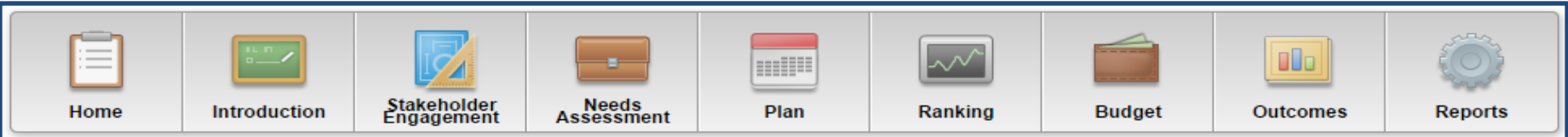
Navigate using the buttons at the top or the links in the “Activities” section.

Home Page

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP 2015-18

Go To Plan



Welcome to Your Plan: 123 LCAP 2015-18

To start the planning process, click on [Department Introduction](#) . You may also select any option from the navigation above or the links below.

	Fall	Winter	Spring
Activities	Department Introduction Stakeholder Engagement Needs Assessment Plan (Goals)	Plan (Actions and Services) Rank Actions Budget	Budget Reports
Training and Resources	Overview and Community Engagement Needs Assessment Goal Setting	Strategies and Actions	Building the Budget Quick Guides

Links to program resources are available at the bottom of the page

Introduction

The upper part of the Introduction page includes Contact Information for your school. Click “edit” to edit information if anything needs to be changed.

Contact Information

[Edit](#)

Plan Name 123 SD LCAP 2014-17

LCAP Year 2014-17 ▼

Address

Address 2

City

State ▼

Zip Code

CDS Code 4169005

Department Name 123 SD LCAP ▼

Level District ▼

Phone

Email

Dept. Head First Name

Dept. Head Last Name

Contact First Name

Contact Last Name

Introduction (cont.)

Introduction for Plan: 123 SD LCAP 201

Edit information in the Contact Information form as necessary, then click "Save" to save your changes or "Cancel" to revert to the original values.

Continue to Stakeholders

Contact Information

[Save](#)

[Cancel](#)

Plan Name 123 SD LCAP 2014-17

School Year 2014-15 ▼

Address

Address 2

City

State ▼

Zip Code

CDS Code 4169005

Department Name 123 SD LCAP ▼

Level District ▼

Phone

Email

Dept. Head First Name

Dept. Head Last Name

Contact First Name

Contact Last Name

Introduction (cont.)

The lower part of this page includes additional information about your school, such as Overview, Mission & Vision, Description, and Other. Information added here will show up in the top part of the LCAP. This is not required but might be a good place to write an introduction about your LCAP plan.

About 123 LCAP 2015-18

Overview of
LCAP Plan
[See example](#)

they are teaching -pupils have access to standards-aligned instructional materials -school facilities are maintained in good repair

Priority 2: Implementation of State Standards -implementation of academic content and performance standards adopted by the state board for all pupils, including English learners

Priority 7: Course Access -pupil enrollment in a broad course of study hall. !

[Edit](#)

District /
Department
Mission & Vision
[See example](#)

Our Mission

Our School recognizes that each child is an individual; that all children are creative; that all children need to succeed. Therefore, our School respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, intellectual development of each child.

[Edit](#)

District /
Department
Description
[See example](#)

About 123 SD

The 123 School District in Mendocino County is a unique academic environment that draws from the culturally rich communities of Manau and eastern Silver Town. The ethnic make-up of the population is predominantly Hispanic (82%), African American (7%), Asian (9%) and other (2%). 123 School District enrolls 9,300 students in kindergarten through eighth grades in twelve elementary schools, and a community center.

[Edit](#)

Other
[See example](#)

[Edit](#)

Click "Continue to Stakeholders" to go to the next step in the process.

[Continue to Stakeholders](#)

Click "Edit" to insert or change text.

Involvement & Impact

Click to add a new Engagement Activity.

Section 1: Stakeholder Engagement Section 1 Instructions

Guiding Questions 1 2 3 4 5 6 7

[Add a new Engagement Activity](#)

* Bold fields are required for LCAP Template.

Involvement Process	Involvement Annual Update	Impact on LCAP	Impact Annual Update	
<p>Edit + +</p> <p>123 School District followed a four-step process to engage with stakeholders in development of our LCAP:</p> <p>Step 1: Inform</p> <p>During this step in the process, we hosted informational sessions on LCFF/LCAP in various venues across the district. The goal of these sessions was to ensure that our community was informed about the new law and its impact on our school district. All stakeholders were invited to attend these meetings including parents, students, school faculty and staff and union representatives. These engagements included four large community meetings hosted by district central office staff and 12 site-based meetings hosted by board members and site principals.</p> <p>In addition to hosting the informational sessions, the PowerPoint presentation used during the meetings was posted on our website. We also shared portions of the information contained within this PowerPoint in all subsequent meetings to ensure that meeting attendees had a baseline level of information. <i>The PowerPoint presentation used during these sessions is attached.</i></p>	<p>This past year we engaged most stakeholders but realized we need to make a better effort at engaging our students. We plan to continue our efforts to students in our effort for transparency.</p>	<p>Step 1: Inform</p> <p>Having an informed community is essential to ensuring that they are able to provide relevant feedback on how the district should develop its LCAP.</p>	<p>We have received feedback from the community and look to use the input we received to adjust our LCAP.</p>	Delete
<p>Edit + +</p> <p>Step 2: Listen</p> <p>During this step in the process, we hosted a series of community meetings to collect feedback on strategies to address the eight priority areas. We hosted meetings with our DAC/DEAC, meetings in the morning and evening to be inclusive to various staff and community member schedules and we hosted staff-only and teacher-only meetings to allow the focus of particular meetings to center on district employee needs.</p> <p>During the meetings, we broke into small groups of no more than 10 people and participants were asked to respond to a series of questions related to the state's eight priority areas and the district's ideas about how to address them. Participants were asked to give feedback on the district ideas as well as to suggest new ideas for the district to consider.</p> <p>Careful notes were taken during these meetings to capture both the feedback on the eight priority areas, as well as on the suggested strategies to improve conditions in our school district. <i>A summary of the feedback collected during these sessions is attached.</i></p> <p>At the end of the meeting, we asked participants to rank both the eight priority areas and their suggested strategies. Those strategies formed the basis of the actions we used for this LCAP.</p> <p>Below is a table that lists the various meetings and times:</p>	<p>Participation was very high, giving us lots of insight to better adjust and form our LCAP. The involvement plan is working effectively. We plan to implement it again next year.</p>	<p>Step 2: Listen</p> <p>These sessions provided the district with some clear areas of identified need and suggested strategies to address that need. We used the information gained during the listening phase to inform our goal-setting and strategy development for the LCAP.</p> <p>These sessions served an additional function of providing a venue for community voice and signaled the new way that our district will be working with the community to develop our LCAPs.</p>	<p>The meeting we had were very insightful. We received lots of input that impacted our LCAP and funding priorities. We look to continue effectively engage our community.</p>	Delete

Click to move each of the steps in the "Involvement Process" up or down in the desired order.

Click to edit text of "Involvement Process" and "Impact on LCAP".

Stakeholder Engagement Event

Click "Add New Stakeholder Event" to add a new stakeholder event

Engagement Events for Plan: 123 SD LCAP 2014-17

Add New Stakeholder Event

Continue to Needs Assessment

	Event Name	Event Topic	Event Date	Event Duration (hours)	Event Location	Stakeholder Name	Notes	
Edit	Community Engagement Event	Engagement	03/12/2014	1.25	Board Room	Community Members, English Learner Parents, Foster Youth, Parents		
Edit	Principal Community Meeting	LCFF Priorities for LCAP	01/28/2014	2.50	Unknown	Principals		
Edit	Board Community Meeting	LCFF Priorities	01/23/2014	2.00	Board Room	Board		Delete
Edit	Parent LCFF Community Engagement Meeting	Feedback on District Priorities	01/23/2014	2.00	Fair Oaks Community Center	Parents	This morning group had two groups of about 10 parents in each group.	Delete
Edit	Parent LCFF Community Engagement Meeting	Feedback on District Priorities	01/23/2014		Fair Oaks Community Center	Parents		Delete
Edit	Staff Community Meeting	LCFF Priorities for LCAP	01/23/2014	2.00	McKinley Middle School			
Edit	DELAC Community Meeting	LCFF Priorities for LCAP	01/13/2014	2.00	Meeting Room	Community Members, Parents		Delete

Click any of the subject tabs to sort data alphabetically/ numerically by that subject

Click "Continue to Needs Assessment" when all engagement events have been entered to continue to the Needs Assessment

Click "Edit" to edit the name or event details for an existing event

Continue to Needs Assessment

Stakeholder Engagement Event (cont.)

Guiding Questions [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

Event Name *

Event Topic *

Event Date *

Event Duration (hours)

Event Location *

☐ Admin Staff
☐ Board
☐ Classified Staff
☐ Community Members
☐ County Office of Education Foster Youth Services Programs
☐ Court-appointed Special Advocates
☐ English Learner Parents
☐ Foster Parents
☐ Foster Youth
☐ LEA Personnel
☐ Parents
☐ Principals
☐ Students
☐ Teachers

Stakeholder Name *
[Add/Edit Stakeholders](#)

Notes

Save Cancel

Type in the details of the Engagement Event

Each number asks a Guiding Question from Section 1 of the LCAP

Check the box(es) that indicate(s) which Stakeholders will be targeted

Then click "Save" to save your changes or "Cancel" to revert to the original values

Enter notes to add detail

Stakeholder Engagement Event (cont.)

Manage Event Documents

Choose file to be uploaded for the specific Stakeholder Engagement event that is being added or edited

☐ Include uploaded document in LCAP Appendix

Check the box to include the uploaded document within the LCAP Appendix

1 - Use the Browse... button to select your Event Document -

Choose File No file chosen

2 - Then use the Upload Document File button to Upload your Document -

Upload Document File

Click to upload the chosen document file

Uploaded Event Documents

Click any of the subject tabs to sort data alphabetically/numerically by that subject.

		Order	Document Type	Document Filename	
Save	Cancel	View	1	Event Document	AzureTasks.doc
Edit	View	2	Event Document	District Report Card.pdf	Delete
Edit	View	3	Event Document	Goal Setting.pdf	Delete

Click "Save" to save your changes or "Cancel" to revert to the original values.

Click "Edit" to edit the type of Event Document.

Click to download and view a copy of the Uploaded Event Document.

Select "Event Document" if it is not for LCAP Appendix or select "LCAP Appendix Event Document" if it is.

Needs Assessment

Assess Needs for Plan: 123 SD LCAP 2015-18

The Needs Assessment includes questions to help you assess, alongside the analysis of data, where your school and/or department stands now and what changes might need to be made to improve. None of the fields are required.

[Edit](#)
[Continue to Plan](#)

1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?

2. What did they identify as the biggest needs in the district?

2. What subgroups are most important for the district to focus on over the next three years?

3. Identify barriers to full or timely implementation of the needs and priorities outlined above

4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?

5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?

The Needs Assessment includes questions to help you assess, alongside the analysis of school data, where your district stands now and what changes might need to be made to improve. These questions correspond to the Guiding Questions from Sections 1, 2 and 3 of the State LCAP Template. Click "Edit" to begin.

1. Edit information in the Needs Assessment form as necessary

2. Then click "Save" to save your changes or "Cancel" to revert to the original values

3. Click "Continue to Plan" to go to the next step in the process



Needs Assessment (cont.)

Assess Needs for Plan: 123 SD LCAP 2015-18

The Needs Assessment includes questions to help you assess, alongside the analysis of data, where your school and/or department stands now and what changes might need to be made to improve. None of the fields are required.

STEP TWO

[Save](#)

[Cancel](#)

Continue to Plan

STEP THREE

STEP ONE

1. What did your community identify as the biggest priorities for the next three years? How did they align or not align with the 8 state priorities for LCFF?

2. What did they identify as the biggest needs in the district?

2. What subgroups are most important for the district to focus on over the next three years?

3. Identify barriers to full or timely implementation of the needs and priorities outlined above

4. What actions were undertaken to mitigate those barriers or adjust the plan to overcome them in past plans?

5. What impact did the lack of full or timely implementation of these actions have? What data did you use to come to this conclusion?

Plan

- The Plan page is where you will document much of the information required for your district plan. Goals, Actions, and Expenditures are all visible on the same page, so you can see how all of the information supports your district goals.
- You must first identify a goal, then actions, and then expenditures for each goal. Each goal can have one or more related actions, each action can have one or more related expenditures, and so on.
- The purpose of the Tool is to guide you with a specific process when planning and budgeting for your district. If, however, you would like to use a different process, you can type “N/A” into the Goal and Action fields so that you can identify Expenditures and work on ideas for budgeting, returning to add detail to the Goal and Action fields at a later time.

Plan (cont.)

LCAP Plan for Plan: LCAP for 123 SD LCAP - Test 2015-18

[Section 2: Goals and Progress Indicators](#)

[Section 2 Instructions](#)

Guiding Questions from LCAP Template

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

☒ All Years ☐ Year 1 - 2014-17 ☐ Year 2 - 2017-18 ☐ Year 3 - 2018-19

Goals

[Add New Goal](#)

Actions and Services

[Add New Goal](#)

To start the planning section, click “Add New Goal.” After you add your first Goal, you can then add Strategies, Actions, and then Expenditures. After adding Goals, Strategies, Actions, and Expenditures, you can edit or delete individual items as information changes.

Plan (cont.)

Select year to display Goals, Actions and Services or select All Years to display them all

LCAP Plan for Plan: 123 SD LCAP 2014-17

☒ All Years
 ☐ Year 1 - 2014-15
 ☐ Year 2 - 2015-16
 ☐ Year 3 - 2016-17

Goals

[Add New Goal](#)

[Edit](#) [Delete](#)

Goal Area 1: Ensure that all students are prepared for college and career

LCAP Goal: Provide professional development and implementation support for schools and teachers to use the CCS to provide First Best Instruction

State/local Priorities: Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

[Edit](#) [Delete](#)

Goal Area 1: Ensure that all students are prepared for college and career

LCAP Goal: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

State/local Priorities: Basic Services, Course Access, Implementation of Common Core State Standards, Other Student Outcomes, Parental Involvement, School Climate, Student Achievement, Student Engagement

[Edit](#) [Delete](#)

Goal Area 1: Ensure that all students are prepared for college and career

LCAP Goal: Provide intervention for students not performing at grade level in ELA and math with a focus on our target population

State/local Priorities: Implementation of Common Core State Standards, Student Achievement, Student Engagement

Delete and remove saved Goals, Actions and Services

Actions and Services

[Edit](#) [Delete](#)

Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality sta...

Year 1: \$1,280,000 Year 2: \$1,280,000 Year 3: \$1,280,000

[Add New Action/Service](#)

[Edit](#) [Delete](#)

Executive leadership will work with the principals of individual school sites to look for areas of alignment with LCFF and then to develop a shared m...

Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000

[Add New Action/Service](#)

[Edit](#) [Delete](#)

For English Learners: Invest in teacher and staff training PD on differentiated instruction Collaborative planning time Team building for teachers acr...

Year 1: \$115,000 Year 2: \$115,000 Year 3: \$115,000

[Edit](#) [Delete](#)

Teacher professional development, extended school day for students below grade level, develop a list of quality interventions that can be used across ...

Year 1: \$85,000 Year 2: \$240,000 Year 3: \$150,000

[Add New Action/Service](#)

Adding/Editing Goals (cont'd)

1. The Guiding Questions and Instructions are taken directly from the LCAP Template. Hover over the numbers to view each guiding question individually.

Select an LCAP Goal Area from the drop-down menu

Type in a description of your SMART goal and identified need

Edit LCAP Goal for Plan: LCAP for 123 SD LCAP - Test 2015-18

[Save](#) [Cancel](#) * **Bold** fields are required for LCAP Template.

[Section 2: Goals and Progress Indicators](#) [Section 2 Instructions](#)

Guiding Questions from LCAP Template: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

[Return to Plan](#)

Goal Area
[Add/Edit Goal Areas](#)

Description of Goal *

Identified Need *

None Selected ▼

1000 chars.

4000 chars.

STEP ONE

STEP TWO

STEP THREE

Adding/Editing Goals (cont'd)

Related State and Local Priorities *

[Add/Edit Priorities](#)

Category A: Conditions of Learning

☐ Priority 1: Basic

☐ Priority 2: Implementation of State Standards

☐ Priority 7: Course Access

Category B: Pupil Outcomes

☐ Priority 4: Pupil Achievement

☐ Priority 8: Other Pupil Outcomes

Category C: Engagement

☐ Priority 3: Parent Involvement

☐ Priority 5: Pupil Engagement

☐ Priority 6: School Climate

Select the Priorities and Metrics related to your Goal by checking the boxes to the left. Items will turn bold when they have been fulfilled by at least one goal in the Plan.

Metric *

[Add/Edit Metrics](#)

Metric Description (up to 250 chars.)

<input type="checkbox"/> Teacher Misassignment	
<input type="checkbox"/> Standards-aligned Materials	
<input type="checkbox"/> Facilities in Good Repair	
<input type="checkbox"/> CCSS Implementation	
<input type="checkbox"/> Student Access and Enrollment	
<input type="checkbox"/> Standardized Tests	
<input type="checkbox"/> API Scores	
<input type="checkbox"/> College and Career Ready	
<input type="checkbox"/> EL Reclassification Rate	
<input type="checkbox"/> AP Passing Rate	
<input type="checkbox"/> Early Assessment Program	
<input type="checkbox"/> Other Tests	
<input type="checkbox"/> Parent Input	
<input type="checkbox"/> Parent Participation	
<input type="checkbox"/> School Attendance Rates	
<input type="checkbox"/> Chronic Absenteeism Rate	
<input type="checkbox"/> Dropout Rate	
<input type="checkbox"/> Graduation Rate	
<input type="checkbox"/> Suspension Rate	
<input type="checkbox"/> Expulsion Rate	
<input type="checkbox"/> Other Local Measures	

Adding/Editing Goals (cont'd)

Select Subgroups for Applicable Pupils within description of LCAP Goals

Applicable Pupil Subgroup(s) *

Choose a subgroup selection option:

☒ Choose a Subgroup

☐ All

☐ None

Select a subgroup selection option

- ☒ Low Income
- ☒ English Learners
- ☒ Foster Youth
- ☒ Redesignated FEP
- ☐ Black/African-American
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Filipino
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Two or More Races
- ☐ Female
- ☐ Male
- ☐ Gifted and Talented
- ☐ Students with Disability

Select what schools will be affected by the LCAP Goal provided

Schools Affected *

All

Adding/Editing Goals (cont'd)

Applicable Pupil Subgroup(s) *

Choose a subgroup selection option:



Choose a Subgroup



All

Schools Affected *

All

Year 1:
2014-17

Year 2:
2017-18

Year 3:
2018-19

[Save](#)

[Cancel](#)

[Return to Plan](#)

Click each box and write what will be different or improved for students for years 1, 2, and 3 of the Plan

Click "Save" to save your work, then "Return to Plan" to continue, add a new goal, or add an action to the goal you just created

Actions and Services

LCAP Plan for Plan: 123 LCAP 2015-18

☒ All Years
 ☐ Year 1 - 2015-16
 ☐ Year 2 - 2016-17
 ☐ Year 3 - 2017-18

Goals

[Add New Goal](#)

[Edit](#) [Delete](#)

Goal Area 1: To ensure every student is college and career ready

LCAP Goal: All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

State/local Priorities: Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

After creating Goals, click
"Add New Action/Service"
to add Actions and
Services

Actions and Services

[Edit](#) [Delete](#)

Align Planning and budgeting calendar for SPSA and LCAP

Year 1: \$5,000 Year 2: \$40,000 Year 3: \$40,000

[Edit](#) [Delete](#)

Create strategic plan for district in order to guide vision and mission for schools

Year 1: \$25,000 Year 2: \$15,000 Year 3: \$15,000

[Edit](#) [Delete](#)

Executive leadership will work with the principals of individual school sites to look for areas of alignment with LCFF and then to develop a shared mission and vision. In year two, principals will conduct a similar activity to align individual school mission, vision and action plans with the district

Year 1: \$10,000 Year 2: \$120,000 Year 3: \$120,000

[Add New Action/Service](#)

[Edit](#) [Delete](#)

Goal Area 1: To ensure every student is college and career ready

LCAP Goal: By spring of 2017, the district will provide a core set of trainings in parent education classes in all schools in the district and the rate of parent participation in conferences about student success will increase by 15%.

[Edit](#) [Delete](#)

Develop full annual course of parent education classes related to student achievement, attendance, health, ways to support student achievement, training for parents on use of computer, ELD classes for EL parents, nutrition

Year 1: \$833,000 Year 2: \$1,280,000 Year 3: \$1,920,000

Actions and Services

Edit LCAP Action for Plan: 123 LCAP 2015-18

[Return to Plan](#)

Save this Action

[Section 3: Actions, Services and Expenditures](#)

[Section 3 Instructions](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

* **Bold** fields are required for LCAP Template.

LCAP Goal

All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

LCAP Goal and Related State and Local Priorities provided from selection on Goal page

Related State and Local Priorities

Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

Type in relevant details and descriptions of the Action and/or Service

1000 chars.

Level of Service *

LEA-wide ▼

Rank

▼



Exclude from Budget

Actions and Services

Edit LCAP Action for Plan: 123 LCAP 2015-18

[Return to Plan](#)

[Save this Action](#)

Action/Service Description

Guiding Questions from LCAP Template

[Section 3: Actions, Services and Expenditures](#)

[Section 3 Instructions](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

* **Bold** fields are required for LCAP Template.

LCAP Goal

All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites

Related State and Local Priorities

Basic Services, Implementation of Common Core State Standards, Course Access, Parental Involvement, School Climate

Select Level of Service
(LEA-wide or School-wide)

Rank the Action priority
from 1 to 5, 1 being the
highest priority

Check box to exclude
Action/Service from
budget

Level of Service *

LEA-wide ▼

Rank

▼

☐ Exclude from Budget

Actions and Services (cont'd)

LCAP 2015-18 Plan

Enter a description of the specific action/service for each year of the Plan

Action/Service *

What are the anticipated expenditures? *

Applicable Pupil Subgroup(s) *

Select Applicable Pupil Subgroup(s)

Enter the Anticipated Expenditures for each Action/Service above.

Year 1: 2015-16	Year 2: 2016-17	Year 3: 2017-18
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose a subgroup selection option:

☐ Choose a Subgroup ☒ All

Choose a subgroup selection option:

☒ Choose a Subgroup ☐ All

- ☐ Low Income
- ☐ English Learners
- ☐ Foster Youth
- ☐ Redesignated FEP
- ☐ Black/African-American
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Filipino
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Two or More Races
- ☐ Female
- ☐ Male
- ☐ Gifted and Talented
- ☐ Students with Disability

Save the Action to continue to Funding Source

Save this Action

Actions and Services - Funding Sources

Estimated Annual Cost of Action/Service

Funding Sources *

[Add/Edit Funding Sources](#)

Total Est. Cost Year 1: \$500,000 Year 2: \$500,000 Year 3: \$500,000

Program Name	Year 1 Amt	Year 2 Amt	Year 3 Amt
Title I, Part A Professional Development	\$100,000	\$100,000	\$100,000
Base	\$150,000	\$150,000	\$150,000
Supplemental	\$250,000	\$250,000	\$250,000
▼			

Enter dollars as a number with or without formatting (50000 or \$50,000)

Totals: \$500,000 \$500,000 \$500,000

Save Allocation Dollar Amounts

Enter annual amount of funds provided by Funding Source here

Funding Source Program Names, which can be selected by clicking on "Program Name" and selecting from scroll menu provided

Save all changes made and/or added to Funding Sources

LCAP Goals/Actions Sort Order



After all Goals, Actions and Expenditures are entered, the Goals/Actions can be sorted by hovering the mouse over “Plan” and clicking “LCAP Goals Sort Order”

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP 2015-18

Go To Plan



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Stakeholder
Engagement



Needs
Assessment



Plan



Ranking



Budget



Outcomes



Reports

LCAP Goals, Actions and Services

[LCAP Goals Sort Order](#)

[LCAP Actions Sort Order](#)

LCAP Plan for Plan: 123 LCAP 2015-18

LCAP Goals Sort Order

Order LCAP Goals in Plan: 123 SD LCAP 2015-18

Select each LCAP Goal Area, then choose the ordering of LCAP Goals within each Goal Area

- ☒ Goal Area 1: Ensure that all students are prepared for college and career
- ☐ Goal Area 2: Ensure all schools are safe and healthy places for students, staff and community
- ☐ Goal Area 3: Ensure that all schools support the social, emotional, intellectual & physical development of students
- ☐ Goal Area 4: Work with our community to create schools that are focused on student success
- ☐ Goal Area 7: Testing addition of New District Goal Area

Select which Goal Areas will be sorted

Sort alphabetically

or

Sort by the order goals were entered.

Initial Sort: after choosing Initial Sort, you can rearrange Goals using the Up/Down arrows.

☐ Sort by LCAP Goal Description

☐ Sort by Order Goals were Entered

		LCAP Goal Description
↑	↓	All schools and the district will have a vision and mission that is aligned to the eight priority areas, and there is a clear through line of key district strategies in the school sites
↑	↓	Provide professional development and implementation support for schools and teachers to use the CCSSto provide First Best Instruction.
↑	↓	By spring of 2017, the district will provide a core set of trainings in parent education classes in all schools in the district and the rate of parent participation in conferences about student success will increase by 15%.
↑	↓	Provide intervention for students not performing at grade level in ELA and math with a focus on our target population
↑	↓	Professional development for teachers on best practices to support students in ELD, with particular attention on EL and Special Ed students

Click to move each of the Goal Descriptions Up or Down in the desired order

Order LCAP Actions in Plan: 123 SD LCAP 2015-18

Select each LCAP Goal, then choose the ordering of LCAP Actions within each LCAP Goal

- Sort by the order actions
were entered.

Initial Sort: after choosing Initial Sort, you can rearrange Actions using the Up/Down arrows.

- These Goals have never been sorted. Please select the Initial Sort first.

Click to move each of the Action Descriptions up or down in desired order

Rank Actions



Ranking allows you to view/rank
your compiled actions

[Settings](#)

[Help](#)

[Privacy](#)

[Logout](#)

Select a Plan: 123 SD LCAP 2014-17

Go To Plan



Home



Introduction



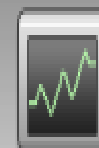
Stakeholder
Engagement



Needs
Assessment



Plan



Ranking



Budget



Outcomes



Reports

Rank Actions

LCAP Plan for Plan: 123 SD LCAP 2014-17

Rank Actions

Click to sort by header

Rank Actions for Plan: 123 SD LCAP 2014-17

Rank Actions

	Rank	Action Description	Est. Cost Year 1	Est. Cost Year 2	Est. Cost Year 3	LCAP Goal	
Edit	1= highest priority	Provide more bilingual resources, extend the school day to provide care until 6pm, parent education classes, work to build positive relationships between staff and parents	240,000.00	3,600,000.00	500,000.00	District will use a variety of effective methods to facilitate communication between schools and fam...	Edit
Edit	3= medium priority	Create a taskforce to identify and plan for ways to meet district needs. Connect to real world events. Provide parent education classes. Improve parent education and outreach.	10,000.00	100,000.00	100,000.00	The district will foster partnerships with local colleges, businesses, non-profits, stakeholders and...	Edit
Edit	3= medium priority	Provide nutrition education for all community Offer cooking as an elective Provide equitable PE instruction including during recess, before/after school Provide breakfast at all sites	1,200,000.00	1,200,000.00	1,700,000.00	All schools will provide tasty, healthy meals and physical activity programs	Edit
Edit	3= medium priority	The family and community partnerships office will develop a district-wide plan and recommended strategies including: Identifying models for mentoring programs Mental health support for students Increased support for nurses and counselors Early intervention programs for students demonstrating emotional distress	30,000.00	30,000.00	330,000.00	Articulate district-social and emotional support systems for all students and to implement it	Edit

Click Edit to return to the Edit Action/Service section and select a rank if you have not already done so

Budget

- The Budget page will show your district budget. Here, you can edit Funding Allocations and the amounts budgeted and remaining will be shown for each funding source. You can also assign and modify funding sources and other information for each Expenditure from this page.

Budget

LCAP Budget for Site Plan: 123 SD LCAP 2014-17

Show Only: All Goals

☒ Year 1: 2014-15 ☐ Year 2: 2015-16 ☐ Year 3: 2016-17

The Budget page shows expenditures for all goals by default. To focus on expenditures for a specific goal, use the dropdown menu.

The Budget page also displays Fiscal Year Allocations, Budgeted Totals, and Remaining amounts for each Funding Source.

Funding Source	Total Budget	Base	Supplemental	Concentration	Title I A Alloc	Title I-A-PI	Title I-A-PD	Title II A	Other
Edit Fiscal Year Allocation	\$10,018,000	\$8,800,000	\$300,000	\$20,000	\$800,000	\$50,000	\$25,000	\$23,000	\$0
Budgeted Total per Funding Source	\$2,883,000	\$902,900	\$1,625,500	\$88,000	\$0	\$0	\$266,600	\$0	\$0
Remaining Total per Funding Source	\$7,135,000	\$7,897,100	(\$1,325,500)	(\$68,000)	\$800,000	\$50,000	(\$241,600)	\$23,000	\$0

Rank	Exclude \$	Proposed Investments For Activities and Strategies to Implement this Goal	Total Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost
Edit 1	<input type="checkbox"/>	Use trainings on cultural competence (see below) to support parent-teacher relationships. Host cultural days three times a year at each site to highlight the culture and background of the families attending the school. COST: \$10,000 per site for cultural days (\$240,000)	\$240,000.00	\$30,000.00							
		Development of handbook for school sites to use to support student socio-emotional health									

Click "Edit" to return to the Edit Action section.

Click "Exclude \$" for the expenditures you do not want to include in your budget. This will allow you to model different budget scenarios.

Edit Fiscal Year Allocations

LCAP Budget for Site Plan: 123 SD LCAP 2014-17

Show Only: All Goals

☒ Year 1: 2014-15
 ☐ Year 2: 2015-16
 ☐ Year 3: 2016-17

Click "Edit" to edit Fiscal Year Allocations.

Funding Source	Total Budget	Base	Supplemental	Concentration	Title I A Alloc	Title I-A-PI	Title I-A-PD	Title II A	Other
Edit Fiscal Year Allocation	\$10,018,000	\$8,800,000	\$300,000	\$20,000	\$800,000	\$50,000	\$25,000	\$23,000	\$0
Budgeted Total per Funding Source	\$2,883,000	\$902,900	\$1,625,500	\$88,000	\$0	\$0	\$266,600	\$0	\$0
Remaining Total per Funding Source	\$7,135,000	\$7,897,100	(\$1,325,500)	(\$68,000)	\$800,000	\$50,000	(\$241,600)	\$23,000	\$0

Edit Fiscal Year Allocations (cont.)

To add or edit the funding amounts or funding sources expected for the upcoming school year, click on the highlighted number you would like to change.

Return

Funding Source	Sort Order	Funds Year 1	Funds Year 2	Funds Year 3	
Base	1	8,800,000.0	8,810,000.0	8,820,000.0	Save Cancel
Supplemental and Concentration Grant Money	2	0.00	0.00	0.00	
Supplemental	2	300,000.00			<p>Then, edit the amount and click “Save” to save your changes or “Cancel” to revert to the original value. Clicking “Return” will take you back to the Budget page.</p>
Concentration	3	20,000.00			
Title I, Part A: Allocation (J-K-L=)	4	800,000.00			

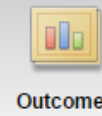
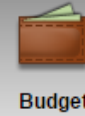
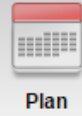
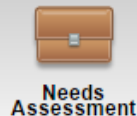
Then, edit the amount and click “Save” to save your changes or “Cancel” to revert to the original values. Clicking “Return” will take you back to the Budget page.

Proportionality

To enter proportionality information for your LCAP, place your mouse over the toolbar Budget button and click "Proportionality"

Select a Plan: 123 LCAP 2015-18

Go To Plan



Budget
Funding Sources
Proportionality

Edit Proportionality for Plan: 123 LCAP 2015-18

Edit Proportionality for Plan: 123 LCAP 2015-18

LCAP Section 3 Proportionality Description

* **Bold** fields are required for LCAP Template.

A. In the box below, identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner pupils as determined pursuant to 5 CCR 15496(a)(5). Describe how the LEA is expending these funds in the LCAP year. Include a description of, and justification for, the use of any funds in a districtwide, schoolwide, countywide, or charterwide manner as specified in 5 CCR 15496. For school districts with below 55 percent of enrollment of unduplicated pupils in the district or below 40 percent of enrollment of unduplicated pupils at a school site in the LCAP year, when using supplemental and concentration funds in a districtwide or schoolwide manner, the school district must additionally describe how the services provided are the most effective use of funds to meet the district's goals for unduplicated pupils in the state and any local priority areas. (See 5 CCR 15496(b) for guidance).*

Total amount of Supplemental and Concentration grant funds calculated: \$ 3,591,500

Edit

123 School District believes that a strong institutional program should be the foundation to support all students - especially at risk students. For this reason, 123 School District has chosen to use the majority of the fall 2014-2015 LCFF increase \$2,673,512 for the current LCAP year to strengthen core instructional programs. We meet requirements of providing services district-wide due to our unduplicated students count of 82.3%. An explanation of resources can be found in Sections 3A and 3B of this LCAP document...

B. In the box below, identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year as calculated pursuant to 5 CCR 15496(a). Consistent with the requirements of 5 CCR 15496, demonstrate how the services provided in the LCAP year for low income pupils, foster youth, and English learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils in that year as calculated pursuant to 5 CCR 15496(a)(7). An LEA shall describe how the proportionality percentage is met using a quantitative and/or qualitative description of the increased and/or improved services for unduplicated pupils as compared to the services provided to all pupils.*

56 % Update Percentage

Edit

Currently, in 123 School District, the increase in proportionality for English Learners, Low Income Students and Foster Youth is 18.42% in the LCAP year. In order to ensure equity, we recognize the need to improve and expand services for our most at risk students, which comprise 82.5% of our student population. The actions in section 3B go above and beyond the state proportionality requirement for the District...










You will then be prompted to enter the total amount of Supplemental/Concentration grant funds and the percentage by which services for unduplicated pupils must be increased or improved.

Outcomes



[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Select a Plan: 123 LCAP Demo 2015-18 (without Reading Program) Go To Plan

 Home	 Introduction	 Stakeholder Engagement	 Needs Assessment	 Plan	 Ranking	 Budget	 Outcomes Outcomes Annual Update	 Reports
---	---	---	---	--	--	---	---	--

Outcomes for Plan: 123 LCAP Demo 2015-18 (without Reading Program)

Click "Outcomes" from the "Outcomes" drop down menu to proceed.

Outcomes

Outcomes for Plan: 123 LCAP 2015-18

Select Priority checkboxes to enter Outcome Information

Category A: Conditions of Learning

- ☒ **Priority 1: Basic**
- ☐ Priority 2: Implementation of State Standards
- ☐ Priority 7: Course Access
- ☐ Priority 4: Pupil Achievement
- ☐ Priority 8: Other Pupil Outcomes
- ☐ Priority 3: Parent Involvement
- ☐ Priority 5: Pupil Engagement
- ☐ Priority 6: School Climate

Category C: Engagement

Select Priority checkboxes to enter Outcome Information.

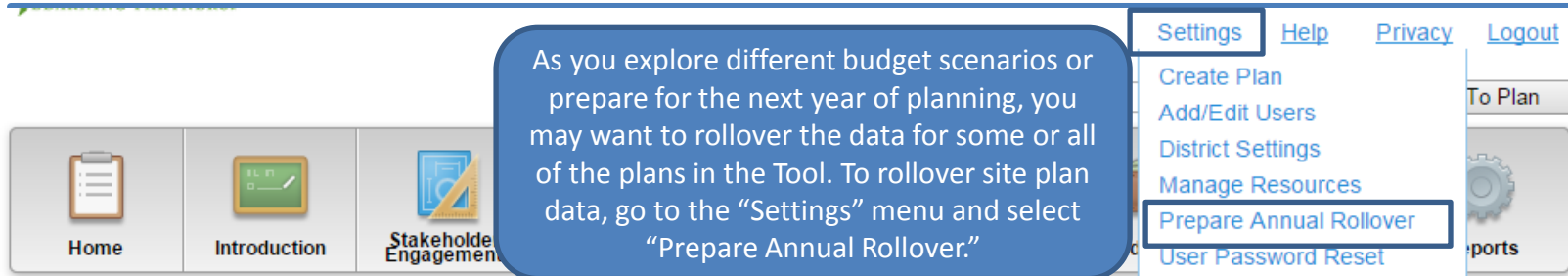
When you have finished entering your text, press "Save"

Save

Cancel

Enter Priority Outcome Information into the associated text box

Settings – Copy an Existing Plan/Prepare an Annual Rollover



As you explore different budget scenarios or prepare for the next year of planning, you may want to rollover the data for some or all of the plans in the Tool. To rollover site plan data, go to the “Settings” menu and select “Prepare Annual Rollover.”

Settings Help Privacy Logout

Create Plan
Add/Edit Users
District Settings
Manage Resources
Prepare Annual Rollover
User Password Reset

Home Introduction Stakeholder Engagement To Plan Reports

Copy/Rollover an Existing Plan for: 123 LCAP 2015-18

To rollover data for a single plan, select the plan from the list.

Prepare an Annual Rollover or Copy an Existing Plan

Which of the available plans would you like to copy?

123 LCAP 2015-18
123 SD LCAP 2014-17
123 SD LCAP 2015-18*
Curriculum and Instruction 2013-14
LCAP for 123 SD 2015-18**
LCAP for 123 SD LCAP - Test 2015-18

☒ Copy an Existing Plan ☐ Prepare an Annual Rollover

New Site Plan Name

LCAP for 123 SD

Create New Site Plan

Then select “Copy an Existing Plan” or “Prepare an Annual Rollover.”

“Copy an Existing Plan” copies the whole site plan exactly

“Prepare an Annual Rollover” rolls over all of your plan information into the next year’s LCAP.

Enter the new site plan name and click “Create New Site Plan.”

Performing an Annual Update

- If you are writing an annual update in the 2014-17 LCAP, you can enter an analysis of your progress on the “Edit Goal” page.

Annual Update: Analysis of
Progress

Parent education classes in two of nine elementary schools, in both K-8 schools, and in one of three middle schools. District average parent attendance in student conferences is 50% for elementary grades, 40% for middle

1000 chars.

- If you are writing an annual update in the 2015-18 LCAP, please refer to the directions on the next few pages

Outcomes for Plan: 123 LCAP 2015-18

Select "Annual Update" from the Outcomes drop-down menu

Outcomes
Annual Update

Select a Goal to Update:

If you do not have last year's goals entered into the Tool, choose "Create a new Goal" from the drop down menu.

If you are a returning user entering annual updates, choose the goal you wish to enter an annual update for from the drop down menu.

Related State and/or Local Priorities:
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐
COE Only: 9 ☐ 10 ☐
Local: [Specify](#)

Annual
Measurable
Outcomes:

Annual
Measurable
Outcomes:

LCAP Year: 2014-15

Planned Actions/Services

Actual Actions/Services

Budgeted
Expenditures

Estimated
Actual Annual
Expenditures

0.00

0.00

Scope of
Service:

Scope of
Service:

☒ None
☐ All
☐ Low Income

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

Fill in the information (identical to the Goals section)

Enter expected and actual measurable outcomes, actions/services, and scope of service

Review your planned and actual actions/services and start planning improvements for next year

When finished, click "Save this Goal" at the top.

Annual Update – New User

Select a Goal to Update:

Create a new Goal

Create a New Goal is at the top of the list)

Save this Goal

Original
GOAL from
prior year
LCAP:

Related State and/or Local Priorities:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐

COE Only: 9 ☐ 10 ☐

Local:

Goal Applies to:

Schools:

Applicable Pupil Subgroups:

Expected
Annual
Measurable
Outcomes:

Actual
Annual
Measurable
Outcomes:

LCAP Year: 2014-15

Planned Actions/Services

Budgeted
Expenditures

0.00

Actual Actions/Services

Estimated
Actual Annual
Expenditures

0.00

Scope of
Service:

Scope of
Service:

- ☒ None
☐ All
☐ Low Income

- ☒ None
☐ All
☐ Low Income

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

Select goal for annual update from drop-down menu

All Expected/Planned boxes will be auto-filled according to the goal selected from the drop-down menu

You can then proceed to enter the actual measurable outcomes, and actual actions/services, and begin thinking about how to improve next year

When finished, click "Save this Update"



Annual Update – Returning User

Select a Goal to Update:

Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instr ▼

Save this Update

Original
GOAL from
prior year
LCAP:

Provide professional development and implementation support for schools and teachers to use the CCSS to provide First Best Instruction

Related State and/or Local Priorities:

1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 6 ☒ 7 ☒ 8 ☐

COE Only: 9 ☐ 10 ☐

Local:

Goal Applies to:

Schools: Other :

Applicable Pupil Subgroups: All

Expected
Annual
Measurable
Outcomes:

Support for schools to implement CCSS correctly.

Actual
Annual
Measurable
Outcomes:

LCAP Year: 2014-15

Planned Actions/Services

Budgeted
Expenditures

1,280,000.00

Actual Actions/Services

Estimated
Actual Annual
Expenditures

Establish PLCs in all schools. Provide collaboration and planning time for teachers. Invest in teacher and staff training. Hire and retain quality staff.

Scope of
Service:

LEA-Wide

Scope of
Service:

☒ None

☐ All

☐ Low Income

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

Save this Update

Reports - LCAP

After you have completed all of the steps in the LCAP-writing process, you can generate the LCAP by going to the Reports page and clicking on "Load Control Accountability Plan." Checking the "(Word)" box will download the file as a .doc file, as opposed to a .pdf file

Reports for: 123 SD LCAP 2014-17

☐ Local Control Accountability Plan

☐ (Word)

[Upload Appendix Documents](#)

☐ Exclude Budget \$\$ from Section 3

The report will be delivered in PDF format, unless the (XLS) or (Word) checkbox is selected.

Expense Reports

[Expense Rpt 1](#)

☐ (XLS) Expenditures by Priority Area

[Expense Rpt 2](#)

☐ (XLS) Expenditures by Subgroup

[Expense Rpt 3](#)

☐ (XLS) Expenditures by Funding Source

[Reserved Expenses](#)

☐ (XLS) Expenditures marked as Reserved

These are additional reports from various sections that can be automatically generated with the click of a button.

Budget Reports

[Budget by Funding Source](#)

☐ (XLS) Budget by Funding Source

Community Reports

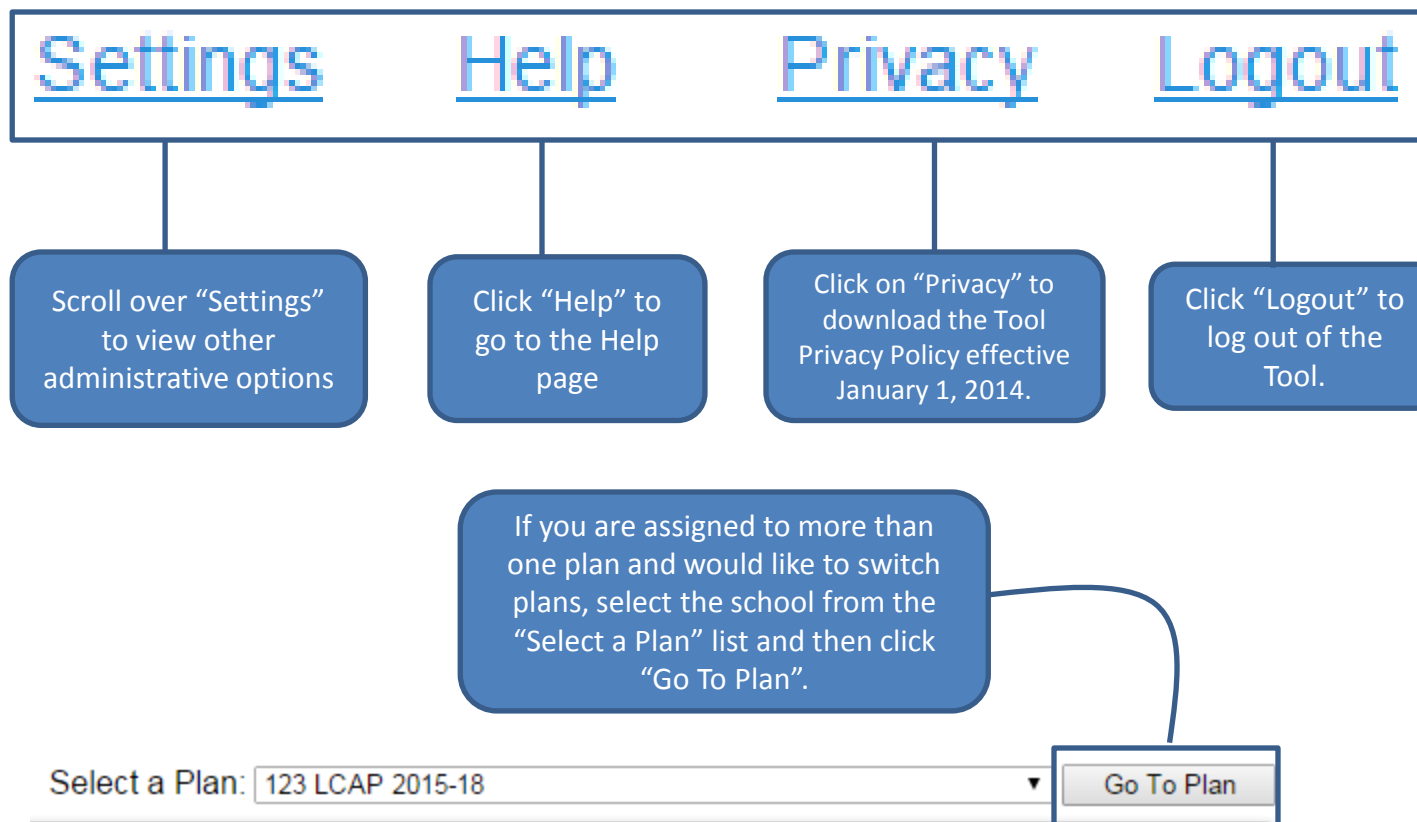
[Engagement Events](#)

☐ (Word) Stakeholder Engagement Events

[Goal Funding](#)

☐ (Word) Funding by Goal Area and Goal

Settings, Help, Privacy, Logout



Settings, Help, Privacy, Logout

Help for Plan: 123 LCAP 2015-18

Click to download
Help Documents for
assistance on
common issues.

Click on any of the
links to watch a
video on the
subject you need
assistance in.

Click to change
your password.

Contact us at the
listed phone
number or email
for further
assistance

Help Documents

[LCAP User Manual](#)

[Budgeting Quick Guide](#)

[LCAP and SPSA User Glossary](#)

[LCAP and SPSA Tool FAQ's](#)

Video Tutorials

[Learn How to Create Your LCAP Using Pivot's New Tool](#)

Change Password

Change Password

Contact Us

Phone: 415-644-3400

Email: toolhelp@pivotlearningpartners.org

Settings – Add/Edit Users



To add a new user, go to “Settings” at the top of the screen and select “Add/Edit Users”

Select a Plan: 123 LCAP 2015-18

Settings [Help](#) [Privacy](#) [Logout](#)

[Create Plan](#)

Add/Edit Users

[District Settings](#)

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[Prepare Annual Rollover](#)

[User Password Reset](#)

[To Plan](#)

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You can edit the user information by clicking on “Edit”.

District Users for District: Gizmo Unified

to add a new user, enter user names, email, etc. in the blank row. Then click the Add New link.

Click any of the headers to sort data alphabetically by subject

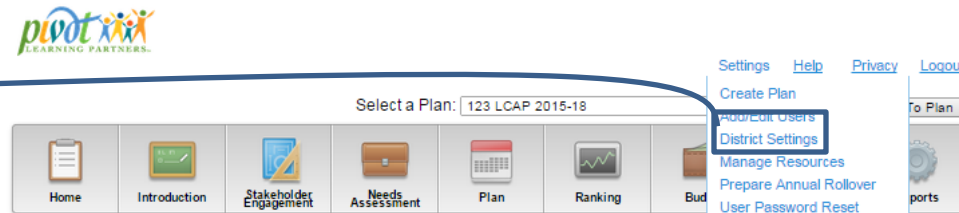
	User ID	First Name	Last Name	Email	School Name	Sub-District	Admin?	
Edit	Aaron	Aaron	S	khope@pivotlearningpartners.org	123 SD LCAP	None Selected	Yes	Delete
Edit	CharlieW	Charlie	Charlie	khope@pivotlearningpartners.org	123 SD LCAP	None Selected	No	Delete
Edit	Kelly3	Kelly	Hoppe	khope@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Edit	MeganS	Megan	Sweet	msweet@pivotlearningpartners.org	Signs Elementary	None Selected	Yes	Delete
Edit	Ralph1	Ralph	Davies	rdavies@sbcglobal.net	Signs Elementary	Gizmo Subset	No	Delete
Edit	Students	Students	Goldman	khope@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Edit	WilliamsTest	Williams	Test	khope@pivotlearningpartners.org	Alexander Elementary	None Selected	No	Delete
Add New					123 SD LCAP	None selected	No	

Click “Add New” to add the user. An email will be sent to the user with the user name and a password. The user will be able to change their password after they log in for the first time.

Identify whether the user will be an Admin or a regular user. An Admin will be able to modify district values, add users and prepare the annual rollover of all plans, among other things.

Settings – District Settings

To access district settings, go to “Settings” at the top of the screen and select “District Settings”



LCAP District Settings for Plan: 123 LCAP 2015-18

Administrative users have the ability to change certain drop down values, such as the LCAP Goal Area, LCAP Priority Area, Metrics, Funding Sources, and Stakeholder Categories.

To change drop down values for your district, click on “Edit” next to the section you wish to change.

LCAP Goal Area Edit	Goal Area 1: Goal Area 2: Goal Area 3: Goal Area 4: Goal Area 5: Goal Area 6:
LCAP Priority Area Edit	Priority 9: Priority 10: Priority 11: Priority 12: Priority 13:
Metrics Edit	AP Passing Rate API Scores CCSS Implementation Chronic Absenteeism Rate College and Career Ready Dropout Rate Early Assessment Program
Funding Sources Edit	Base Supplemental and Concentration Grant Money Title I, Part A: Allocation (J-K-L) Title I, Part A: Parent Involvement Title I, Part A: Professional Development Title II, Part A: Improving Teacher Quality Title III, Immigrant Education Program
Stakeholders Edit	Admin Staff Board Classified Staff Community Members County Office of Education Foster Youth Services Program Court-appointed Special Advocates

[Pivot Usage](#)
[District Schools & Departments](#)
[Add/Edit Users](#)
[Manage Sub-Districts](#)
[Training Module Mapping](#)
[Needs Assessment Questions](#)
[Manage Resources](#)

Directions for managing sub-districts are on the next page

To edit the Needs Assessment Questions at the district level, select “Needs Assessment Questions” and follow the on-screen directions

District Settings – Create Sub-Districts

cont. (Admin Only)

To create a new Sub-District, select “Manage Subdistricts” from the Select Sub-District drop down menu.

Groups for Site Plan: 123 SD LCAP 2015-18

Select Sub-District:

To create a new Sub-District, select Create a New Sub-District above, at the top of the list.

Enter a New Sub-District name here:

<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> <input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	
	School Name
<input type="checkbox"/>	123 SD LCAP
<input type="checkbox"/>	Abraham Lincoln Elementary
<input type="checkbox"/>	Alexander Elementary
<input type="checkbox"/>	American High
<input type="checkbox"/>	Andes Hills High
<input type="checkbox"/>	Apple Valley Middle
<input type="checkbox"/>	Apricot Park Academy
<input type="checkbox"/>	Balboa Elementary

Enter the name of the Sub-District.

Select the schools to be included in the Sub-District.

Click on “Save Changes” to save the sub-district. After the Sub-District has been created, you may assign users to the subgroup in the District Users section.

District Settings – Change/Edit District Values cont. (Admin Only) *Goal Area

You can edit information by clicking on “Edit,” or click “Add New” to add a new Goal Area

Type in a detailed description of the LCAP Goal. This is not required, but can be used to specify board goals and strategic plans.

Then click “Save” to save your changes or “Cancel” to revert to the original values.

Return

	LCAP Goal Area	Description
Edit	Goal Area 1:	
Edit	Goal Area 2:	
Edit	Goal Area 3:	
Edit	Goal Area 4:	
Edit	Goal Area 5:	
Edit	Goal Area 6:	
Edit	Goal Area 7:	
Edit	Goal Area 8:	
Edit	Goal Area 9:	
Add New	Next Goal Area	

Note: LCAP Goal Area Description is limited to 500 characters in length

District Settings – Change/Edit District Values cont. Goal Priorities

You can edit information by clicking on “Edit.”

Click on “Add New” to add a Priority Area.

To add a Goal Area, enter the new Priority Area for your district.

Click “Return” to return to the district settings page

LCAP Goal Priorities for District: Gizmo Unified

		Return
	LCAP Goal Priority Area	Description
Edit	Priority 9:	
Edit	Priority 10:	
Edit	Priority 11:	
Edit	Priority 12:	
Edit	Priority 13:	
Edit	Priority 14:	
Edit	Priority 15:	
Edit	Priority 16:	
Edit	Priority 17:	
Edit	Priority 18:	
Add New	New Goal Priority Area	

Note: LCAP Goal Priority Description is limited to 500 characters in length

District Settings – Change/Edit District Values Metrics

You can edit information by clicking on “Edit.”

Metrics for District: Gizmo Unified

Return				
	Indicator Name	Indicator Description	Indicator Response	Outcome Category
Edit	AP Passing Rate	Share of students that pass Advanced Placement exams with 3 or higher		Delete
Edit	API Scores	Score on Academic Performance index		Delete
Edit	CCSS Implementation	Implementation of CCSS for all students, including EL		Delete
Edit	Chronic Absenteeism Rate	Chronic absenteeism rates		Delete
Edit	College and Career Ready	Share of students that are college and career ready		Delete
Edit	Dropout Rate	Student dropout rates		Delete
Edit	Early Assessment Program	Share of students determined prepared for college by the Early Assessment Program		Delete
Edit	EL Reclassification Rate	Share of ELS that have become English proficient		Delete
Edit	Expulsion Rate	Student expulsion rates		Delete
Edit	Facilities in Good Repair	Facilities in good repair		Delete
Edit	Graduation Rate	High school graduation rates		Delete
Edit	Other Local Measures	Other local measures		Delete
Edit	Other Tests			Delete
Edit	Parent Input	Efforts to seek parent input		Delete
Edit	Parent Participation	Need to host more engagement events	Put on a Pancake breakfast	Engagement Delete
Edit	School Attendance Rates	Student attendance rates		Delete
Edit	Standardized Tests	Performance on standardized tests		Delete
Edit	Standards-aligned Materials	Student access to standards-aligned instructional materials		Delete
Edit	Student Access and Enrollment	Student access and enrollment in all areas of study		Delete
Edit	Suspension Rate	Student suspension rates		Delete
Edit	Teacher Misassignment	Rate of teacher misassignment		Delete
Add New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on “Add New” to add a new Metric.

Select an Outcome Category from the dropdown menu

Click “delete” to delete unwanted metrics

District Settings – Change/Edit District Values Funding Source

You can edit information by clicking on “Edit.”

Funding Sources for District: Gizmo Unified

	Fund Abbv.	Funding Source	Sort Order	Funding Agent	Site Plan Init
Edit	Base	Base	1	State	<input checked="" type="checkbox"/>
Edit	Supp/Conc	Supplemental and Concentration Grant Money	2	State	<input checked="" type="checkbox"/>
Edit	Title I A	Title I, Part A: Allocation (J-K-L=)	4	Federal	<input type="checkbox"/>
Edit	Title I-A-PI	Title I, Part A: Parent Involvement	5	Federal	<input checked="" type="checkbox"/>
Edit	Title I-A-	Title I, Part A Professional Development	6	Federal	<input checked="" type="checkbox"/>
Edit	Title II A	Title II, Part A: Improving Teacher Quality	7	Federal	<input checked="" type="checkbox"/>
Edit	Title III IEP	Title III, Immigrant Education Program	8	Federal	<input checked="" type="checkbox"/>
Edit	Title III LEP	Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students	9	Federal	<input checked="" type="checkbox"/>
Edit	Title VI B	Title VI, Part B: Rural Education Achievement Prog	10	Federal	<input type="checkbox"/>
Edit	Tobacco	Tobacco-Use Prevention Education	11	State	<input type="checkbox"/>
Edit	Donations	Donations	12	Local	<input checked="" type="checkbox"/>
Edit	Carryover	Carryover	13	Other	<input checked="" type="checkbox"/>
Edit	Other	Other Funds/Miscellaneous	14	Other	<input checked="" type="checkbox"/>
Edit	QEIA	Quality Education Investment Act (QEIA)	15	State	<input checked="" type="checkbox"/>
Edit	LCFF	Local Control Funding Formula	16	District	<input type="checkbox"/>
Edit	Grant	Grant	17	District	<input checked="" type="checkbox"/>
Edit	Grant II	Grant II	18	District	<input checked="" type="checkbox"/>
Add New	<input type="text"/>	<input type="text"/>	<input type="text"/>	District ▼	<input type="checkbox"/>

Return

Click “Return” to return to the previous page

Click on “Add New” to add a new Funding Source.

Return

District Settings – Change/Edit District Values Stakeholders

Stakeholders for District: Gizmo Unified

You can edit information by clicking on "Edit."

Stakeholder Name	
Edit Admin Staff	Delete
Edit Board	
Edit Classified Staff	
Edit Community Members	
Edit County Office of Education Foster Youth Services Programs	
Edit Court-appointed Special Advocates	Delete
Edit English Learner Parents	Delete
Edit Foster Parents	Delete
Edit Foster Youth	Delete
Edit LEA Personnel	Delete
Edit Other	Delete
Edit Parents	Delete
Edit Principals	Delete
Edit Students	Delete
Edit Teachers	Delete
Add New	

Return

Click "Return" to return to the previous page

Click on "Add New" to add a new Stakeholder name.

Click "delete" to delete unwanted Stakeholders

Note: Stakeholder Name is limited to 100 characters in length

Manage Resources

- The Resources page is where you can upload specific resources that detail your data as well as other information that might help you in your district planning. Any resources can be uploaded here as reference material.
- You can upload documents specific to your Stakeholder Events on the Manage Resources page or on the Stakeholder Events page.

Manage Resources

LCAP Appendix Documents

1 - Use the Browse... button to select your Appendix Document -

No file chosen

2 - Then use the Upload Document File button to Upload your Document -

Uploaded LCAP Appendix Documents

	Order	Document Type	Document Filename	
<input type="button" value="Edit"/> <input type="button" value="View"/>	1	LCAP Appendix Document	(434530847) lcapspsa_tool_faqs.docx	<input type="button" value="Delete"/>

Click "Edit" to edit information for document (but not the document itself), or "View" to view the document.

Click "Delete" to delete the document.

Manage Resources – Stakeholder Engagement Events (cont.)

Manage Event Documents

Choose file to be uploaded for the specific Stakeholder Engagement event that is being added or edited

☐ Include uploaded document in LCAP Appendix

Check the box to include the uploaded document within the LCAP Appendix

1 - Use the Browse... button to select your Event Document -

Choose File No file chosen

2 - Then use the Upload Document File button to Upload your Document -

Upload Document File

Click to upload the chosen document file

Uploaded Event Documents

Click any of the subject tabs to sort data alphabetically/ numerically by that subject.

		Order	Document Type	Document Filename	
Save	Cancel	View	1	Event Document	AzureTasks.doc
Edit	View	2	Event Document	District Report Card.pdf	Delete
Edit	View	3	Event Document	Goal Setting.pdf	Delete

Click "Save" to save your changes or "Cancel" to revert to the original values.

Click "Edit" to edit the type of Event Document.

Click to download and view a copy of the Uploaded Event Document.

Select "Event Document" if it is not for LCAP Appendix or select "LCAP Appendix Event Document" if it is.

Change Password

To change your password, go to the “Settings” option at the top of the screen and select the “User Password Reset” option.

[Settings](#) [Help](#) [Privacy](#) [Logout](#)

Create Plan
Add/Edit Users
District Settings
Manage Resources
Prepare Annual Rollover
User Password Reset

To Plan

ports

[Return to Home](#)

On the Password Reset page, type in the new password you would like to use.

Change Password for Account: aaron

New Password:

Then click “Change Password” to change your password, or “Cancel” to cancel.

Minimum length 6 characters, at least 1 number are required

Change Password

Cancel

Other Features

- Multiple users at a single site can view and edit the same plan
- Central office users can look at data across schools
- Districts can customize certain aspects of the Tool, such as district goal areas and budget data specifics

Notes

Notes

Notes
